WEEKLY REPORT FOR SUPPLY GROUP FOR PERIOD ENDING 8 NOVEMBER 1988

I. Status of Tasks Assigned by Senior Management:

Property Accountability: On 31 October, the Chief, Support Division (SD) and the Chief, Staff Support Branch, SD met with Logistics officers from the Office of Personnel to provide them details and assistance in reconciling their accountable property records. Additional data base training is being arranged, and a program has been developed to guide them through preparation of Inventory Adjustment Reports.



On 2 November, the Chief, SD visited the Logistics officer currently assigned to the Office of Global Issues (OGI) to discuss property accountability and actions necessary to bring the accountability process in OGI up to date.

In each of the cases above, the Support Division has provided sufficient guidance for the incumbent Logistics officers to reconcile their books but has offered additional assistance for problem areas on a case-by-case basis.

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II. Major Events That Have Occurred During the Preceding Week:

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20/1	Requirements Division, Supply Group. The purpose of the visit
A	was to provide the individual with an overview of MSB activities, exchange concerns regarding repair and return
	procedures, and establish an effective communications mechanism
	for responding to customer queries relative to repair and return items. The individual from CR&DS was given hands-on
	instruction on inputting data into the Inventory Control System (ICS) which will allow her to update ICS suspense records to
	indicate dates items are shipped for repair and anticipated
	return dates. This will place up-to-the minute information at the hands of the expeditors within MSB and enable them to
05V4	provide quick response to customer inquiries concerning
25 X 1 25 X 1	material sent out for repair.
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	H. During the reporting period, a representative from the
	Data Management Branch, Requirements Division, Supply Group conducted a one-on-one tutorial on the Agency's Standard
	Automated Property System for a newly assigned Office of
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	III. <u>UPCOMING_EVENTS</u> :
25 X 1	A representative from the Support Division, Supply Group, will conduct the Component Logistics Support course for 19 students from 15-18 November.
Α	IV. MANAGEMENT ACTIVITIES AND CONCERNS
	None.
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